

WORKSHOPS MANAGER

MIDDLE EAST

I. Title: Workshops Manager (Middle East)

II. Vision: The Charles Simeon Trust has this aim: to promote the growth of the gospel of Jesus Christ throughout the world by training an emerging generation of Biblical expositors.

III. Purpose: Carry out the initiatives and vision of the Charles Simeon Trust (CST), specifically concerning the Workshops on Biblical Exposition in the Middle East.

IV. Definition: He shall report to and be under the direct supervision of the Director of Ministries. He shall be also responsible to the Executive Director and the Board of Directors.

V. Principal Responsibilities:

A. Initiative: Workshops on Biblical Exposition

- establish and maintain relationships with strategic pastors and create a context for community among Middle Eastern Workshop participants
- establish and maintain relationships with Middle Eastern Workshop speakers and leaders
- establish and maintain relationships with Middle Eastern Workshop hosts
- oversee the coordination of all Middle Eastern Workshop planning with the hosts
- administer all details (transportation, lodging, etc.) for Middle Eastern Workshop leaders
- implement quality control metrics (shared with Director of Ministries)
- maintain effort to standardize Middle Eastern Workshop procedures
- coordinate follow-up with Middle Eastern Workshop registrants
- direct the collection and study of Middle Eastern Workshop registrant data
- participate in leadership of training events (as needed)

B. Initiative: Online Courses

- work with the Director of Training to manage translation project
- manage recruitment and relationships
- design and execute marketing/recruitment strategies for new students/groups

C. Initiative: Gospel Resources and Partnerships

- identify and acquire appropriate resources for Middle Eastern Workshops and general use
- other responsibilities as assigned

D. Initiative: Simeon House and/or Residential Training (as available)

- responsibilities as assigned



E. Development, Finances, and Communications

- responsibilities as assigned

VI. Other Responsibilities

- as assigned by Director of Ministries, Executive Director, and the Board of Directors

VII. General Responsibilities

- shall dedicate himself to prayer and study of the Word
- shall attend with regularity and maintain active membership in a local gospel-preaching church

VIII. Qualifications

- agreement with the Corporation's doctrinal statement (see Article III of Bylaws)
- bachelor's degree or equivalent experience in relevant field
- three to five years of relevant ministry experience (preferred, not required)
- proficiency in office software (productivity software, email, etc.)
- proficiency in web/print design and implementation
- strong organizational and management skills
- strong oral and written communication skills
- ability to work with others or independently
- ability to follow through on tasks
- demonstrated character as outlined in 1 Timothy 3 and Titus 1
- demonstrated commitment to the vision of the CST